Patient Data Transfer to Health Care Finance and Policy

To transfer data you must first download a copy of the Secure Encryption and Decryption System (SENDS) from the DHCFP web site. When installing this program, you must have administrator permission on the computer or have a computer support person do it for you. There is a separate installation guide for installing the SENDS program. You'll also need to call the Division's helpdesk for a password before the SENDS installation program can be run.

You **must** process **ALL** patient data files with the SENDS program before signing on to the Internet and sending DHCFP your file.

Follow these steps to use SENDS and the Internet to transfer files to and from the Division.

Before starting – 1 time only:

1. Register with the Division and receive a User ID and password. Local administrators can fill in forms on the Internet site and the Division will email the initial password when the account is activated.

2. Download SENDS and install on any computers that will be used for encrypting or decrypting files. It is not necessary on any other computers.

On your own system:

3. Create the file to submit from your in-house system that meets the requirements established by the Division.

Using the Division's Send Software:

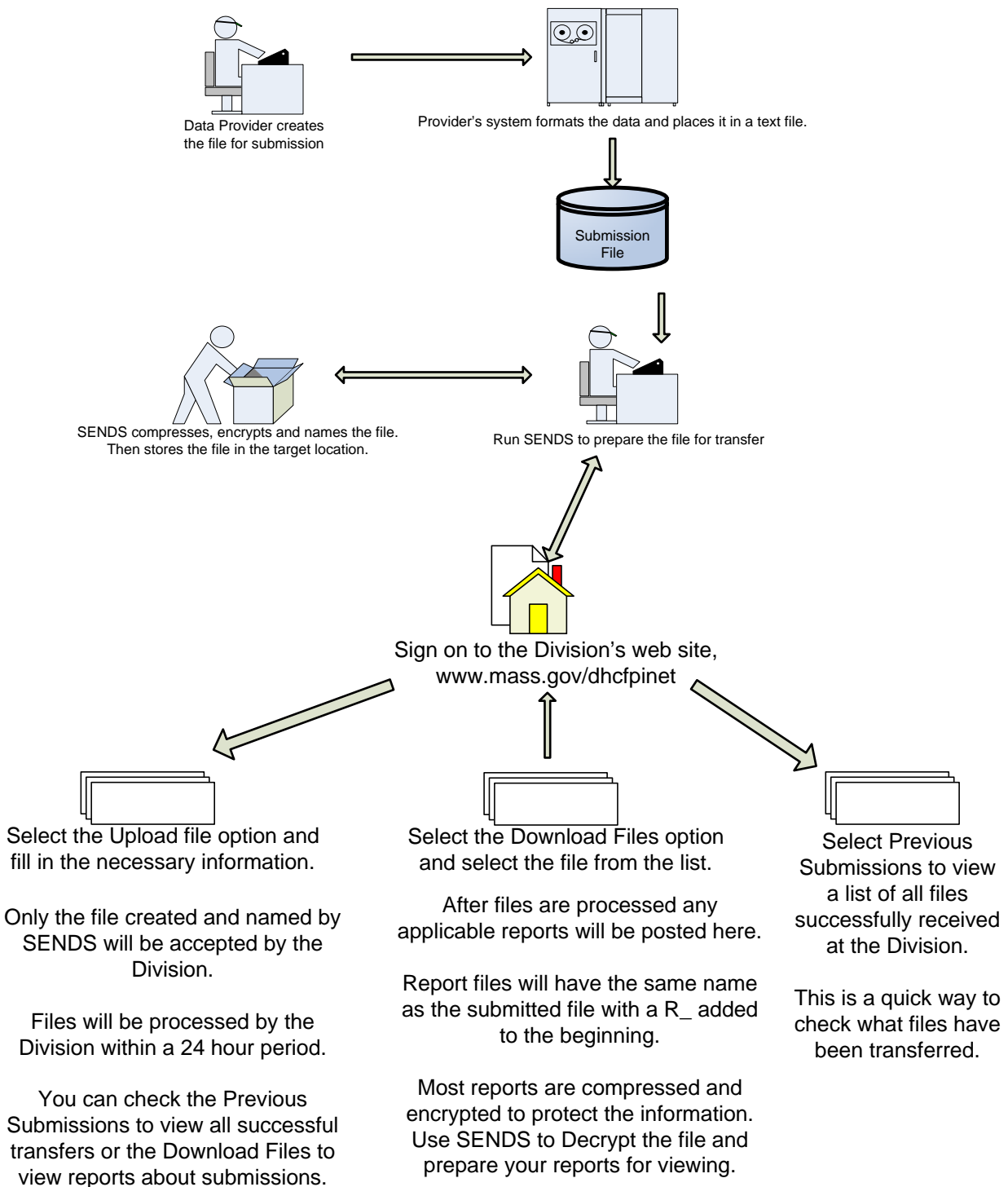4. Use SENDS to compress, encrypt and name the submission file created in the previous step.

Using your Internet Browser:

5. Login to www.mass.gov/dhcfpinet web site and select the "Upload Files To DHCFP/ Download Files From DHCFP" menu option.

6. On the "File Transfer Menu" select the "Upload Files To DHCFP" option.

7. Fill in the "Transmit Files To DHCFP" screen.

8. Press the Submit to DHCFP button.

9. For certain submission types, a transmittal form may appear to be filled in.

10. If all fields have been entered correctly, the file will begin transferring. If some field contains an error, an error message will be displayed and you must correct it and try the Submit button again.

11. When the transfer is complete, you can check the "View Previous Submissions" menu option to confirm the file as received.

12. Within one to two business days you can login and check the "Download Files From DHCFP" option. This is the area that you will find reports about the submissions. Reports may be downloaded as many times as necessary.

Back again… Using the Division's SENDS Software:

13. Logoff from the web site and if you downloaded a report, use SENDS to decrypt it. The majority of reports have been created in a PDF format for easy viewing and printing.

Version 1

DHCFP-INET Data Submission Process Flow

Data Provider creates
the file for submission

Provider's system formats the data and places it in a text file.

Submission
File

SENDS compresses, encrypts and names the file.
Then stores the file in the target location.

Run SENDS to prepare the file for transfer

Sign on to the Division's web site,
www.mass.gov/dhcfpinet

Select the Upload file option and
fill in the necessary information.

Only the file created and named by
SENDS will be accepted by the
Division.

Files will be processed by the
Division within a 24 hour period.

You can check the Previous
Submissions to view all successful
transfers or the Download Files to
view reports about submissions.

Select the Download Files option
and select the file from the list.

After files are processed any
applicable reports will be posted here.

Report files will have the same name
as the submitted file with a R_ added
to the beginning.

Most reports are compressed and
encrypted to protect the information.
Use SENDS to Decrypt the file and
prepare your reports for viewing.

Select Previous
Submissions to view
a list of all files
successfully received
at the Division.

This is a quick way to
check what files have
been transferred.

Version 1

Once the SENDS program is installed, go to the Program List and select the SENDS v1 group item. This will launch the program and bring up the following main screen.

When the program opens, the default is to Encrypt a file for transmission. To Decrypt a report that was downloaded from the Division, select Decrypt and follow the same instructions.

If you are reporting for more than one facility, select the facility name from the drop down list.

At the bottom of the screen is a user information line that will tell you what is expected in each field as you move around the screen. In the screen above, it tells you to select organization. This will assist you in tracking the cursor location and hints about each field.

The information you enter into SENDS will be used to create the encrypted file's name.

Version 1

SENDS
Secure Encryption and Decryption System

○ Encrypt a Submission
○ Decrypt a Report

Organization Name	UMass Memorial Medical Center - UMass Carr ▾ Org Id: 131
Submission Type	Hospital UCP Claims - UB92 Format ▾

Hospital UCP Claims - UB92 Format
Emergency Department Outpatient Discharges
Hospital Inpatient Discharge Data
Hospital Outpatient Observation Data
Hospital 403 - Acute Cost Report
Hospital 403 - Non Acute Cost Report
Other files

Source File Location

Source File

Reporting Date

Target File Location [   ] Browse

Target File Name [   ]

Test File ☐

Encrypt   Go to INET   Exit

Select submission type.

Drop down the list of Submission Types and select the submission file type. The "Other files" should only be used to send the Division a miscellaneous/random file. All standard file submissions are listed in the drop down. If you do not see the submission type or are unsure, call the Division's helpdesk and report the problem.

The "Other files" selection is designed for data providers and DHCFP to have a simple way to transfer files that may be too big for email attachments or require a higher level of security. There has been a need for this ad-hoc capability, but it should not be used for submitting files mandated by regulation. Call the helpdesk if the submission type is not clear or listed.

Version 1

In the "Source File" field you can either type the FULL submission file path and name, or select the Browse button and navigate to the folder and file. Using the Browse button will set the "Source File Location" as a default location. By setting the default location, on subsequent SENDS sessions, the Browse button will look here first. You can always type the full path and name in the Source File field or reset the Source File Location default by using the Browse button again.

The Reporting Date area will change depending on the submission type selected. For UCP the date entered is used for tracking the submission.

Version 1
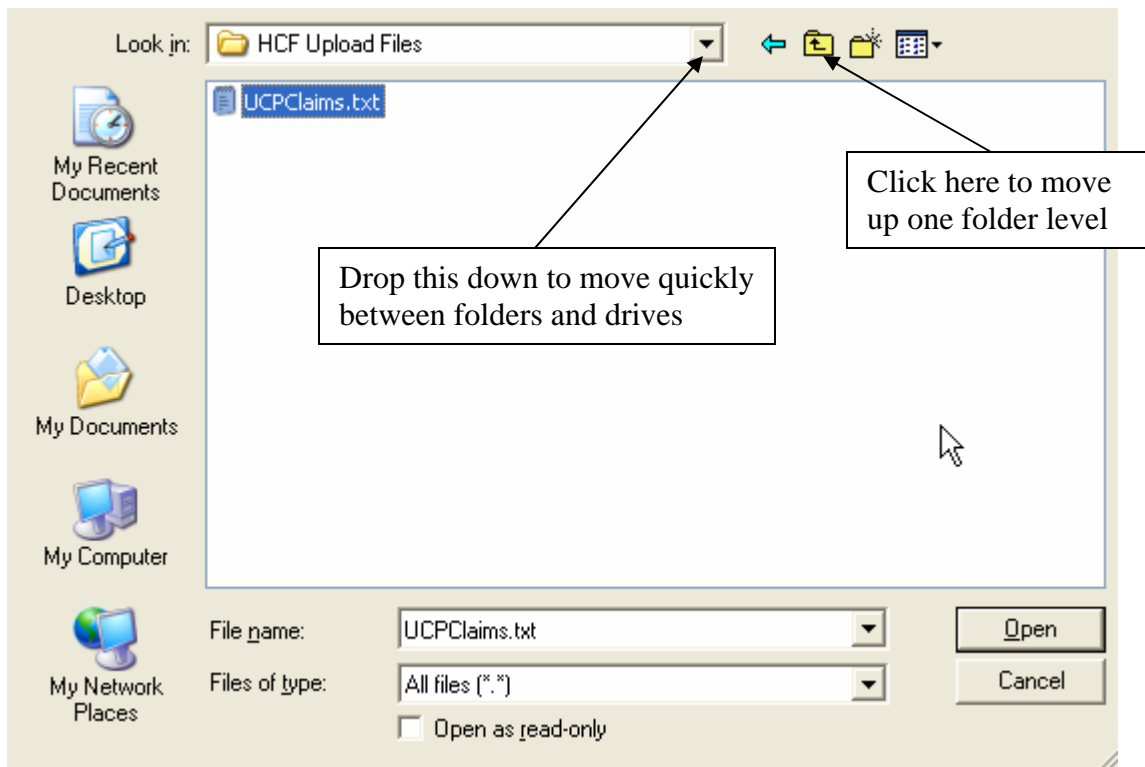
This screen displays the pop-up window that will open when you select the Browse button. It uses the standard windows navigation functions to move between drives and folders. When you locate the file you intend to submit, either double click the file name or select the file name (click once on it) and click the Open button.

This will populate the Source File and Source file Location fields on the SEND screen.

Be sure you select the file that corresponds with the Submission Type you selected.

Version 1

This screen shows the Reporting Period for Emergency Department submissions. This area changes based on the Submission Type selected. The Reporting Period shows both the quarter number and the dates covered in this quarter. If this is incorrect, call the helpdesk and report the discrepancy.

This screen shows the 403 Cost Report Reporting Period. Since this is an annual report, the year is all that needs to be entered. The various submission types do not apply to all data providers and will not be displayed.

Version 1

For UCP Claims and Other Files we suggest entering the current date to facilitate finding the file. It is only used to name the compressed and encrypted file. When referencing the file, it is easier to remember the day you sent it. If the date is greater than 30 days on either side of today's date, it will not be accepted.

You can drop down the calendar to select the date.

Version 1

SENDS

Secure Encryption and Decryption System

○ Encrypt a Submission
○ Decrypt a Report

Organization Name	UMass Memorial Medical Center - UMass Cam ▼	Org Id: **131**
Submission Type	Hospital UCP Claims - UB92 Format ▼	
Source File Location	C:\My Downloads\HCF Upload Files\	
Source File	UCPClaims.txt	Browse
Reporting Date	12/ 4 /2003 ▼ current date +- 30 days	
Target File Location		Browse
	Enter target folder	
Target File Name		
Test File	☐	

Encrypt   Go to INET   Exit

Enter or browse a target folder, example c:\EncryptedFiles\

Entering the Target File Location works like the Source File except it is a folder rather than the file. You can type the full path name, or use the Browse button like before. Again, using the Browse button will set the default value for future uses.

This is the Browse screen. Navigate to the folder that you want to place the encrypted file in or create a new folder to store you encrypted files. The next diagram will show you how to create a new folder from here.

Version 1

Select drive
c:
Select folder
C:\
My Downloads
HCF Upload Files

Create new folder
EncryptedFiles   Create

UCPClaims.txt

Enter the new folder name here

In order to select a folder, double click the folder.

Folder selected
C:\My Downloads\HCF Upload Files

OK   Cancel
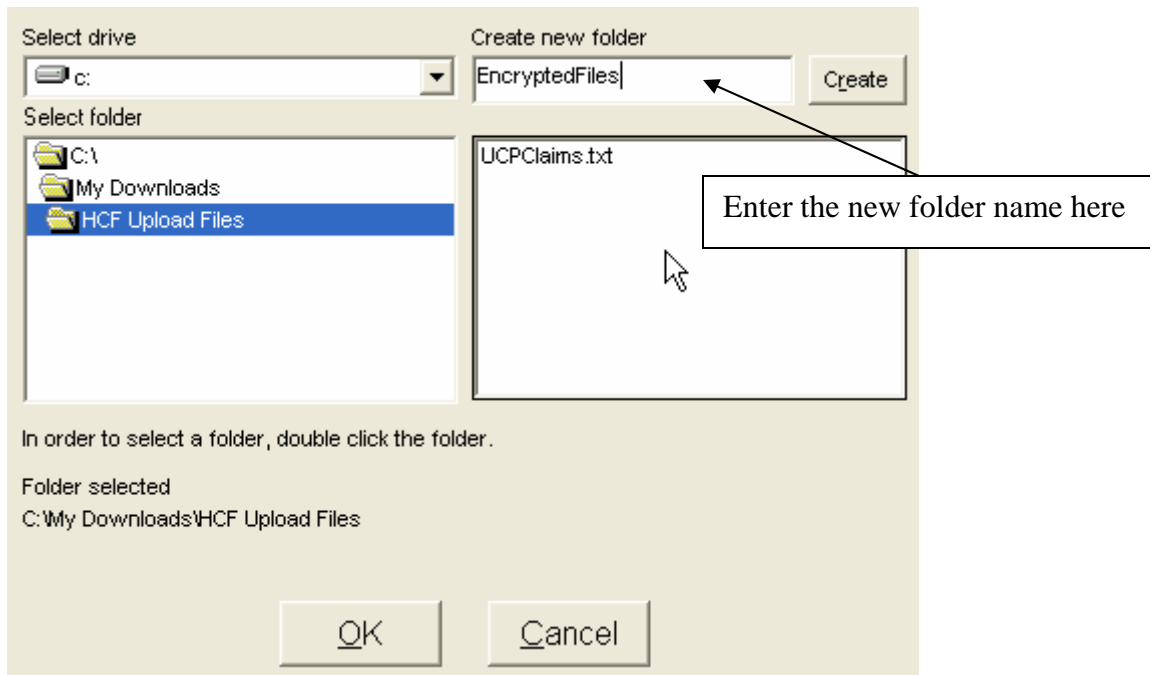
Navigate to the location that you want to create the new folder in and type the new folder name in the Create new folder field. Then click the Create button. It's that simple. See the new folder in the diagram below.

Select drive
c:
Select folder
C:\
My Downloads
HCF Upload Files
EncryptedFiles

Create new folder
EncryptedFiles   Create

In order to select a folder, double click the folder.

Folder selected
C:\My Downloads\HCF Upload Files\EncryptedFiles

OK   Cancel
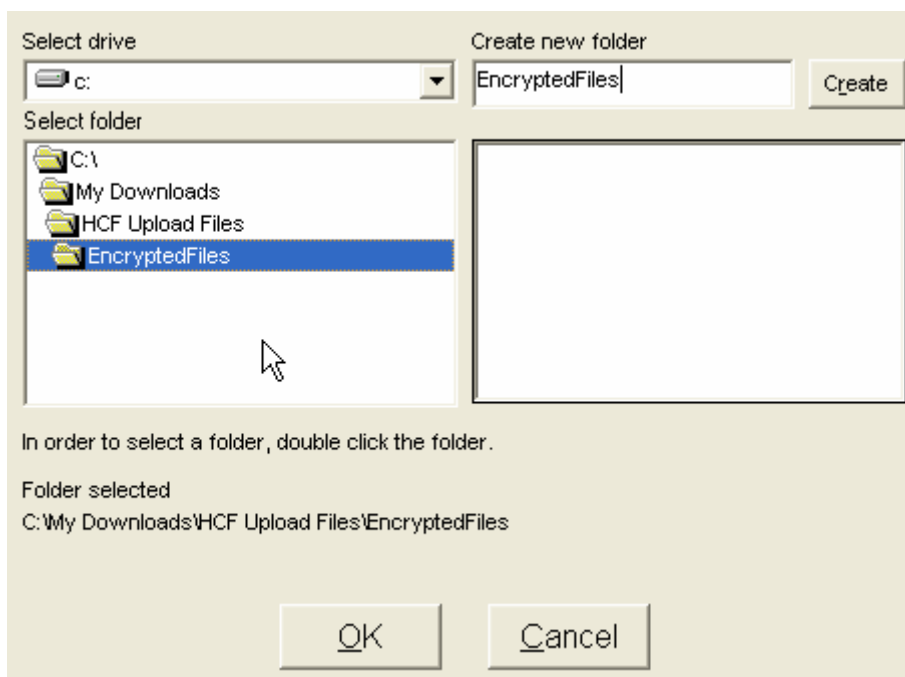
This shows the newly created folder and it has been selected (highlighted). Press the OK button to return to the SENDS main screen and this information will populate the appropriate fields. If you want to return to the SENDS main screen and not populate any fields, select the Cancel button.

If the folder already exists, just select it and press the OK button.

Version 1

This shows the completed SENDS screen. The only other thing is if this is a TEST file (one that will not be added to the DHCFP database) that you are creating to verify the transmission is working but the file will not be processed by DHCFP, check the Test File box. This is only used when checking for problems.

Do not check the Test File box unless you call the DHCFP helpdesk and request to send a test submission or the helpdesk calls you requesting a test submission.

Version 1

SENDS
Secure Encryption and Decryption System

Selecting the Encrypt button will validate all fields and begin the file encryption if everything is correct. If there are any errors, it will notify you to fix them and try again. Notice the information line gives you hints\prompts for the field or button.
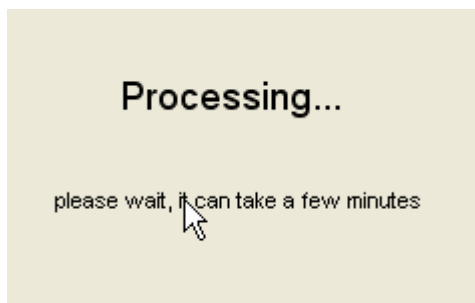
This screen will display while the file is being compress, then encrypted, and finally written to the Target File Location.

The boxes below show how the new file name is derived.
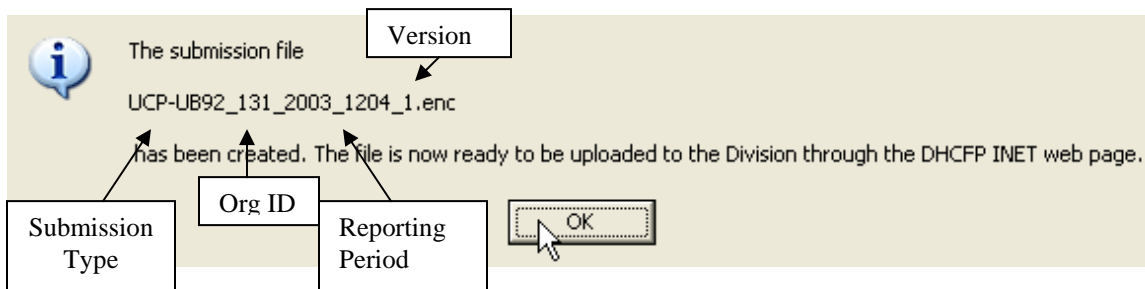
When the encryption process is complete, this screen will display the new file name that has been placed in the Target File Location folder. **This is the file to transfer to DHCFP**!

Version 1

You are now ready to go to www.mass.gov/dhcfp on the Internet and transfer the newly created file. This can be done by the same person, or it can be done by someone else that has a user account on the DHCFP site and permission for this type of file transfer.

Selecting the Go to INET button will launch your default Internet browser and bring you to the DHCFP-INET home page. You can also enter the URL manually into your browser if you are not coming from SENDS.

Version 1

DHCFP-INET
Login for Registered Users

Massachusetts Division of Health Care Finance and Policy
2 Boylston Street
Boston, MA
02116-4737
617 988-3100

The Division of Health Care Finance and Policy has created this site to faciliate the transfer of information between the Division and the health care providers of the Commonwealth. This is a subscription site and requires providers to register with the Division prior to using this site.

If you are a registered user of this site, you can login now.

Enter your User ID

Enter your Password

CONTINUE

If you are not a registered user of this site, you can find out how to register with DHCFP by clicking here.

To Use the INET Tutorial: click here   ← Click here to view a tutorial

To go to the Questions and Answers about DHCFP INET: click here

To go to the Division of Health Care Finance and Policy's public web site, click here.

If you have problems logging on, Please call the DHCFP Help Desk at **1-800-542-7648**.
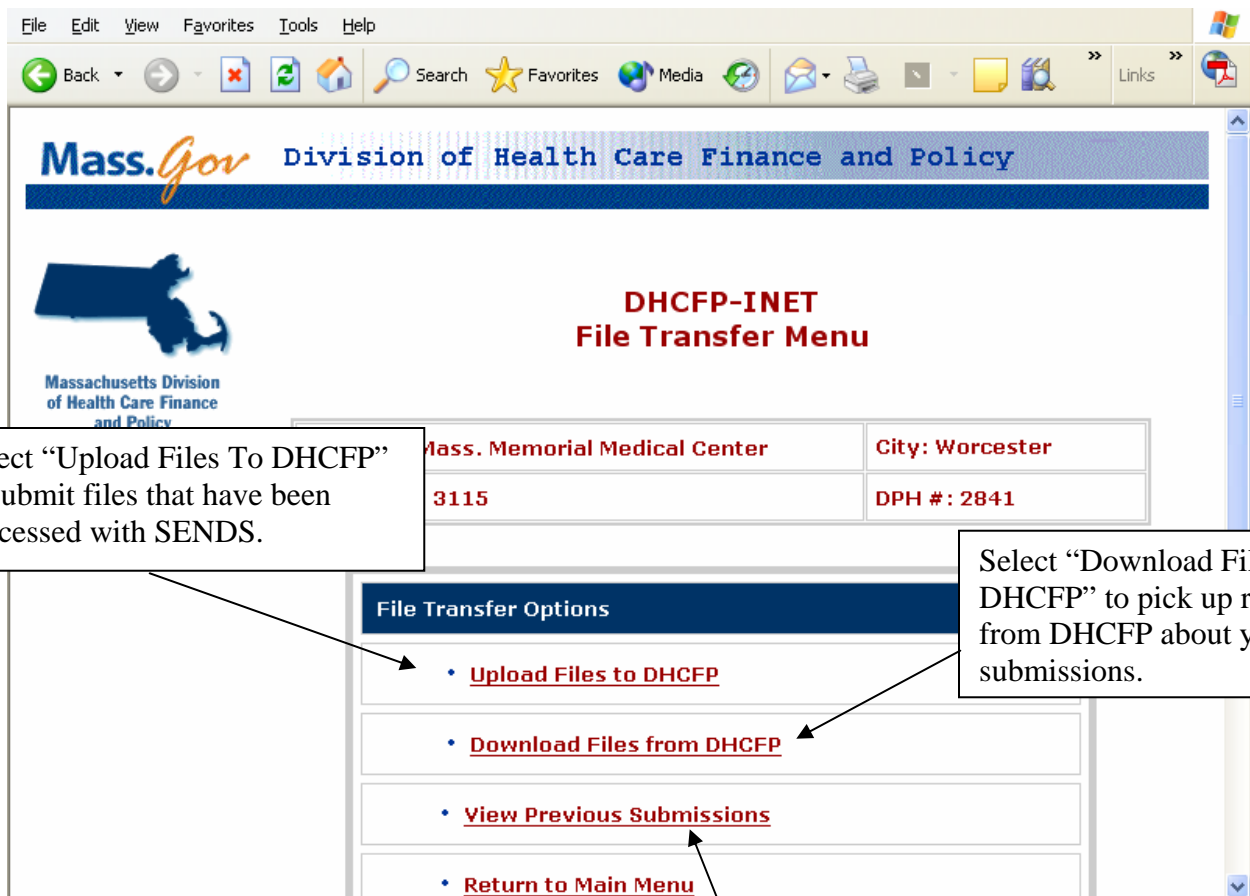
This is the DHCFP-INET home page. You will use the User ID and password provided by DHCFP. Local administrators can sign-in and create User ID's and reset passwords, but only DHCFP can assign the original password and authorize the use of the various web products.

Version 1

Once you are signed in, this screen will vary based upon the products you are authorized to use.

For file transfers, select the "Upload Files To DHCFP/Download Files From DHCFP"

Version 1

File **Edit** **View** **Favorites** **Tools** **Help**

Back | Search | Favorites | Media | Links

Mass.Gov Division of Health Care Finance and Policy

Massachusetts Division of Health Care Finance and Policy

DHCFP-INET
File Transfer Menu

| Mass. Memorial Medical Center | City: Worcester |
| 3115 | DPH #: 2841 |

Select "Upload Files To DHCFP" to submit files that have been processed with SENDS.

Select "Download Files from DHCFP" to pick up reports from DHCFP about your submissions.

File Transfer Options

- **Upload Files to DHCFP**
- **Download Files from DHCFP**
- **View Previous Submissions**
- **Return to Main Menu**

Select "View Previous Submissions" to display a list of all files transferred from your facility to DHCFP.

From this menu you can perform all the tasks related to transferring file to and from DHCFP.

Select the first item to send files to DHCFP.

Select the second item to get files and reports from DHCFP.

Select the third item to view a list of all files you have attempted to send to DHCFP. The list will tell you if the files were received okay or if they failed for some reason. Files are listed in date order so this is a quick way to see check on a transfer without calling the helpdesk.

Version 1

DHCFP-INET File Transfer
Transmit Files to DHCFP

Facility: UMass. Memorial Medical Center	City: Worcester
Facility ID: 3115	DPH #: 2841

This page is used to transmit files to DHCFP. Please select a submission type from the listbox below, and enter the reporting period and file name (including the full path to the file) in the spaces provided. You may use the browse button to locate the file on your system. When all the information has been entered, click the submit button to transfer the file to DHCFP.

Submission Type: CHC UCP Claims - MA9 Format

- CHC UCP Claims - MA9 Format
- Emergency Department Data
- Hospital Inpatient Discharge Data
- Hospital Outpatient Observation Data
- Hospital UCP Claims - UB92 Format
- UCP Free Care Applications

Submission Date:

File Name: [Browse...]

CLOSE   SUBMIT TO DHCFP

This is similar to the SENDS screen.

Select the file Submission Type.

Enter the Submission Date (same as Reporting Period used in SENDS).

This is the calendar that will pop-up if you click the icon next to the date field on the screen. Use the arrow key to change months forward or back, then double click on the date number. This will fill in the Submission Date with the date selected.

You can always just type the date directly into the field.

Version 1

This screen shows a different submission type that requires a year and quarter.

Again, select the quarter if applicable. The submission type selected will determine what date information you must provide. The screens will display the necessary fields.

Version 1

Enter the submission file name, including the full path or use the Browse button to locate and enter the information. We recommend using the Browse to eliminate typing errors.

The file and name used here is the one that was created by the SENDS program. If the file name does not match the submission type, Org ID, and reporting period an error message will be displayed. You must correct the problem and try again. If problem persists, call the DHCFP helpdesk for assistance.

Version 1

DHCFP-INET File Transfer
Previous Submissions

Massachusetts Division
of Health Care Finance
and Policy
2 Boylston Street
Boston, MA
02116-4737
617 988-3100

Facility: Anna Jaques Hospital	City: Newburyport
Facility ID: 1	DPH #: 2006

The table below shows all file uploads received from Anna Jaques Hospital in the last 30 days. When you are finished viewing the list, click the 'Close' button to return to the previous page.

File Name	Submit Date	Submitter	Bytes Transferred	Transfer Succeeded
HDD_1_2003_4_1.enc	12/9/2003 7:21:38 PM	Nancy Spaulding	331144	Yes
UCP-UB92_1_2003_1209_1.enc	12/9/2003 2:23:05 PM	Betty Preisner	24616	Yes
OOA_1_2003_4_1.enc	12/8/2003 3:07:18 PM	Nancy Spaulding	21072	Yes
UCP-FCA_1_2003_1208_1.enc	12/8/2003 2:52:59 PM	Mary Ellen Rose	5784	Yes

This screen shows the previous submissions from your facility to DHCFP. The most recent file received will be listed first. This makes it easy to quickly confirm if a submission has been made, when it was sent, the file size and if it was completed successful or failed. The success or failure is only that the file was received and does not reflect the validity of its contents.

Version 1

Facility: Anna Jaques Hospital		City: Newburyport
Facility ID: 1		DPH #: 2006

You may have reports pending that you have not yet downloaded and reviewed. You will not receive mailed or other notice regarding these reports; you must download them from this page. If the "Download Date" and "Transfer Successful" columns for a particular report are blank, this indicates that the report has not yet been downloaded. If the "Transfer Successful" column is marked "No", this indicates that there have been one or more previous attempts to download the report, but none have been successful.

To download a report, click on the report name. Reviewed reports will be deleted from the system after 30 days.

Report Name	Description	Download Date	Transfer Successful
R_UCP-FCA_1_2003_0613_1.enc		9/4/2003 10:01:11 AM	Yes
R_UCP-FCA_1_2003_0711_1.enc			
R_UCP-FCA_1_2003_0625_1.enc		7/10/2003 1:50:30 PM	Yes
R_UCP-FCA_1_2003_0626_1.enc		12/9/2003 1:31:58 PM	Yes

This screen displays a list of all submission reports that are ready and waiting to be downloaded. These reports may be downloaded as many times as necessary. At some point they will be removed to make room for more current submissions.

Selecting a report will begin the download process. Once the report has been downloaded, it must be decrypted using SENDS. By restricting the use and installation of SENDS you can control who can decrypt the reports.

Once the report has been decrypted, it can be viewed and distributed according to your internal policies.

This screen allows you to see if a report has been downloaded and who the last person to do so was and when.

The report names are the same as the submission file except it has a R_ (r underscore) at the beginning.

It takes approximately 1 -2 business days to process the files, generate the reports and post them back to the DHCFP web site.

Report files are in PDF format for ease of viewing and consistent printing results.

Version 1

Installation Instructions for
SENDS v.1

<u>S</u>ecure <u>E</u>ncryption a<u>n</u>d <u>D</u>ecryption <u>S</u>ystem

Please take the time to read the entire Installation Guide if you are new to SENDS.
If you experience complications with the setup, contact the Help Desk at: (800) 542-7648.

Version: 2003.09.16

SENDS Install

- Table of Contents -

SENDS Installation Guide Items of Note:

1. SENDS is used for the encrypting and decrypting of data files sent to and received from the Division of Health Care Finance and Policy's "INET" web site.
2. Files cannot be sent to or received from this web site unless they are processed with the SENDS software.
3. Instructions on using the software are located in the *Help* drop-down menu, under *SENDS Help*.
4. The installer must have administrator permissions for the computer this is being installed on.

SENDS Install

Setup Instructions

For all PCs who will be running the SENDS software to encrypt or decrypt files.

Minimum system requirements
Windows 95 and up
Pentium class PC
10 MB of available disk space
10 MB of available RAM

1. Download the installation file from the [DHCFP-INET web site](#). If you have obtained a CD-ROM with the SENDS install program, insert and go to the CD drive.

    The file downloaded from INET will be named SendsInstall.exe.
   The file on the CD-ROM will be named "SendsInstall_{Org ID}.exe" (ex: SendsInstall_123.exe)

    If you are downloading the file, you must have a valid login for INET. Only INET Web Administrators will have access to the "Download SENDS" link in the Administrative Functions section of the web site. When you click on the link to download the software, you will be presented with a message box that will ask if you would like to *Open* or *Save* the SENDS installation file.
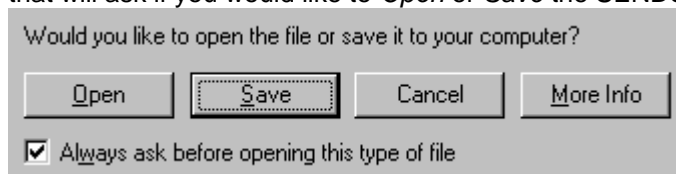
    If you select *Open*, you will only be able to run the SENDS installation for that PC.
    If you select *Save*, you will receive a Save As dialog box. You may then select a location to save the file to as well as change the file name. The file name defaults to SendsInstall.exe. This option allows you to run the installation on multiple PCs.

2. Before beginning the installation, **you should be logged into the PC as an Administrator**.
    Once you run the installation file, you will be prompted to enter a password.
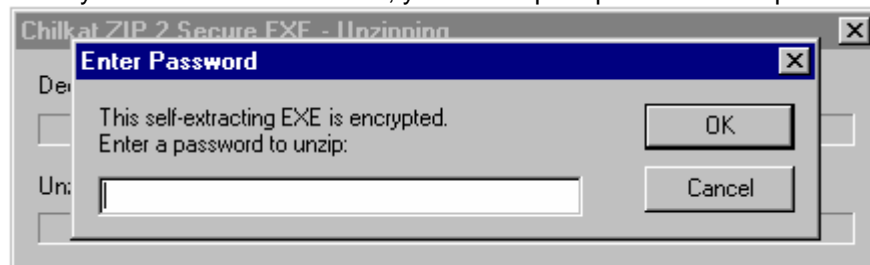
    The DHCFP requires this password because SENDS deals with patient level data.
    This password can be obtained via the email that was originally sent to the Administrative contact for the facility, or by calling the Help Desk at 800-542-7648.

3. The installation files will now be unzipped. If the installation program requires you to reboot the PC due to out-of-date files, you must reboot the PC before continuing. After rebooting, you must run the installation program again.
    Follow the on-screen instructions by selecting a specified destination directory for SENDS and a program group for its icon.

4. A progress bar will be displayed showing all destination files as they are being installed.

5. The SENDS setup will conclude with a message saying, "Setup was completed successfully".

* Instructions on using the software are located in the *Help* drop-down menu, under *SENDS Help*.

SENDS Install

File Transfer Naming Conventions

**Please be aware that this naming convention is a technical one in nature, intended for use by individuals with a background in software development and or coding.

Listed below is the naming convention that the SENDS software places on encrypted and compressed files that will be uploaded to INET. **Your internal naming conventions DO NOT have to adhere to these specifications.**

This is used to help further illustrate the encryption process utilized by SENDS and the Division of Health Care Finance and Policy.

Files submitted to the Division will adhere to the following naming convention:
NNNNNNNN_########_CCYY_PPPP_V.ENC

> * All report files follow the same naming convention except that they begin with "R_".

Place Holder	Description
NNNNNNNN	Product name or abbreviation assigned by DHCFP for the type of file you have processed with SENDS and are submitting via INET. The maximum length is 8 characters and **must** be what the Division assigns. For example: • UCP Free Care Applications = UCP-FCA • Hospital Discharge Data (Casemix) = HDD • Emergency Department Data = ED • Outpatient Observation Data = OOA • UCP Free Care Claims (UB92) = UCP-UB92 • UCP Free Care Claims (MA9) = UCP-MA9
########	Your facility's organization number assigned by the Division. This is a number and should not be padded with zeros. Just enter the assigned number.
CCYY	The year the data submission applies to. For example: Information for the year of 2002 would be 2002 (the full 4-digit year, no 2-digit abbreviations).
PPPP	This should reflect the reporting period related to the submission. Quarterly submissions = 1, 2, 3 or 4 (**do not** include/use a leading zero) Annual submission = Defaults to 1. Monthly submissions = MM must be 2 digit month (01 – 12) Weekly submissions = MMDD 2 digit month (01 – 12) and 2 digit day (01 – 31).
V	Version number used to track multiple submissions that have the same MMDD name as a previously submitted file. This number will also be used on any return reports for this submission.
ENC	This suffix will be placed on the file name by the encryption program and should not be manually placed on the file name by the creator. Your file is now ready for transmission to the Division using the www.mass.gov/dhcfpinet site.

SENDS Install